

UNCLASSIFIED

VACANCY ANNOUNCEMENT

USAID/CAIRO

Number: 7	Subject: VACANCY (Egyptians)	Date: 4/20/11
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Position Title:	Project Management Assistant
Position Number:	91-06
Duration:	One year with options to renew
Organization:	USAID/Office of Education & Training (ET)
Salary Potential:	FSN-8
Application Deadline:	05/15/2011
Salary Range for a Fully Qualified Candidate:	Salary ranges between LE 69,295 - LE 110,875 Gross Per Annum (This is the Gross Annual Salary before deducting Taxes)

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“Priority will be given to qualified FSNs who have been involuntarily RIF’ed.”

Applications or Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.

Candidates must provide in the application or in their CVs names of family members working in the Mission.

BASIC FUNCTION OF POSITION

This position is located in the USAID/Egypt Office of Education and Training (OET). The incumbent provides administrative and project support to the Basic Education Team. The incumbent will be required to manage small independent projects of an administrative nature, as well as assist with monitoring, editing, verifying numbers and consolidating submissions for reporting documents, including the Portfolio Implementation Reviews, the Operational Plan, the Performance Monitoring Plan, the Federal Managers Financial Integrity Act, financial reviews and audit plans. The incumbent may also assist the Team with close-out reporting and consolidation of accrual information, as needed.

The incumbent will provide support to U.S. and Egyptian employees, especially in the administration and implementation of projects. In response to general instructions, the incumbent may work with colleagues from the local donor community, national governmental, non-governmental organizations, and the private sector. Within an established framework, the incumbent will have considerable scope in how she/he undertakes the work. The area of work will be relatively straightforward rather than complex. Additional duties may be assigned.

The incumbent will work with implementing partners (IPs), especially those working with the Basic Education (BE) Team. The incumbent will be required to arrange/coordinate and attend meetings; maintain filing systems; track procurement actions; liaise with other Mission offices; and track project activities as requested. As described in detail below, the incumbent will work specifically on: administrative and project support. The incumbent will also be expected to draft basic correspondence, memos, and site visit reports, as necessary.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent will work with the Basic Education Team in order to provide programmatic and administrative support. Under the supervision/direction of the Basic Education Team Leader, the incumbent will perform the following tasks:

Project Support (40%)

1. Manages internal sub-obligation process for BE activities, including the processing of MAARDs, GLAAS actions, and special justification documentation as required.
2. Assist Basic Education AOTR/COTRs with administration of cooperative and grant agreements.
3. Maintains appropriate contact and collaborates with team members and other Mission offices, including FM, PROC, PROG, PROG/PR and LEG.
4. Attends site visits and/or meetings with partner institutions, officials, and implementing partner staff and then documents decisions or follow-up actions.
5. As required, represents the Basic Education Team at functions or project events.
6. Works with Program (DOC) Office on a regular basis to update website page.
7. Serve as Activity Manager on grant agreements, as needed.

Administrative Support (35%)

1. Arranges meeting rooms when necessary, escorts guests, arranges/coordinates in-country and international travel, and answers phones.
2. Ensures proper processing of files and maintenance of an appropriate filing system.
3. Maintains needed documentation to support periodic program and financial reviews and audits of the BE activities.

Performance Monitoring Support (25%)

1. Performs data quality assurance (DQA) exercises and collects quarterly data on indicators.
2. Compiles/consolidates information for annual reports, including the Operational Plan, Performance Plan & Report, and Performance & Implementation Review.
3. Uses data collected to update or compile OET factsheets, briefers, and success stories.
4. Performs activity management responsibilities for M&E contract, as needed.

REQUIRED/DESIRED QUALIFICATIONS:

- a. Education: College or university studies are required. Education related to the field of basic education, project management or international development is desired.
- b. Prior Work Experience: Two to three (2-3) years of substantive administrative and project management/planning experience is required. Experience directly related to basic or higher education, or monitoring & evaluation is desired. Work experience with international and/or multinational organizations working in a development environment is highly desirable.
- c. Post Entry Training: Post entry training will be focused primarily on the established Agency policies, procedures, and regulations, as well as participant training and TraiNet. Organized/formal work related training (both internal and external) may be provided from time-to-time depending on course offerings and the availability of funds.
- d. Language Proficiency: Level IV in English and Arabic is required
- e. Knowledge: The incumbent should be familiar, or able to become familiar, with development activities, projects, and programs, in order to direct inquiries and respond to questions regarding Mission programs. The incumbent shall also be able to demonstrate a strong understanding of routine office procedures and practices. Broad knowledge of local/national culture, science, and technology and the university system is beneficial.
- f. Skills and Abilities: The incumbent is required to be able to: 1) obtain and evaluate a variety of data; 2) assist in planning, development, management, and evaluation of programs; 3) follow instructions, and organize, prioritize, and follow through on all assignments with minimal oversight; 4) demonstrate advanced numerical skills and, 5) demonstrate high level of proficiency in word processing, spreadsheets, and other computer applications (e.g., Microsoft Office, Excel, PowerPoint.) This position involves different overlapping tasks/projects characterized by shifting or changing priorities. The incumbent will be required at times to plan up to three months ahead of time for a smaller number of tasks.

The incumbent must demonstrate exceptional interpersonal skills in order to: 1) facilitate productive professional relationships with other members of the OET, with other Mission teams, and with host country counterparts; 2) take initiative and be resourceful; 3) exhibit good judgment; 4) work diligently, tactfully, and effectively under pressure with little or no error; 5) demonstrate flexibility; 6) and, effectively manage and complete more than one task at a time. The incumbent must be willing to travel within Egypt by car and plane, for extended periods of time.

POSITION ELEMENTS:

- a. Supervision Received: The Project Management Assistant will work under the general supervision of the Basic Education Team Leader. The supervisor, as well as other team staff, will provide instruction and work guidance. In collaboration with the incumbent, the supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies and implementation of best practices; 3) provide regular feedback to the incumbent throughout the Performance Evaluation Period; 4)

prepare an annual Evaluation Report; and, 5) obtain input from the appropriate technical offices and team members.

The incumbent will work with a fair degree of independence, establish priorities, adhere to and meet established deadlines, and perform duties with minimal guidance and little or no follow-up. The incumbent must be able and willing to work additional hours beyond the established 40-hour workweek, and outside the established Sunday-Thursdays workweek, as necessary.

b. Available Guidelines: The incumbent must be able to understand all Mission and Agency-specific policies and procedures which govern Project Activity Management. Oral guidance from the supervisor and specific detailed instructions will be provided for unique assignments and it is expected that the incumbent will be able to act on oral guidance. The incumbent must be able to interpret evolving guidelines and policies affecting the management and monitoring of Basic Education and Participant Training programs; these include but are not limited to the Automated Directives System (ADS), Mission Orders, Mission Notices, USG Procurement regulations, and USAID and USG Policy Documents.

c. Exercise of Judgment: In instances not clearly covered by written guidelines, the incumbent will use their personal judgment in determining approaches to resolving technical and administrative problems. In addition, considerable attention to detail is required in working effectively with representatives such as Program Implementers and host country partner institutes. The incumbent will follow and adhere to the Agency's Code of Ethics and Conduct; failure to comply will result in immediate corrective action, up to and possibly including immediate termination of employment.

d. Authority to Make Commitments: The incumbent will have no independent authority to commit funds on behalf of the USG. However, within the scope of the assignment the incumbent will have the necessary authority to make commitments regarding dates for completion of assignments.

e. Nature, Level, and Purpose of Contacts: The incumbent will be required to establish and maintain working relationships with all categories of Mission personnel, in order to function effectively. The incumbent will be required to work closely with: 1) USG technical staff, both with the US Embassy and USAID; the Egyptian governmental, non-governmental personnel, and other foreign donor institution representatives. The purpose of contacts will be to: 1) maintain open lines of communication in support of USAID education and participant training issues; 2) maintain regular communications regarding the timely management of activity functions and procedures; 3) collect, obtain, and verify factual information pertaining to program/project planning and implementation; 4) monitor and evaluate existing activities on a regular basis; and, 5) gather information needed for reporting information to the Department of State. The purpose of contacts will range from simple information gathering to assisting in the development of programs and documents with partners.

f. Supervision Exercised: This position is non-supervisory.

g. Time Required to Perform Full Range of Duties: One year.

SELECTION CRITERIA:

CATEGORY	SCORING PERCENTAGE
Education/academic requirement*	20 %
Experience*	10 %
Language Proficiency*	30 %
Knowledge*	10%
Skills & Abilities*	30 %
TOTAL	100%

* As per details reflected under Qualifications above.

RECRUITMENT PROCEDURES AND GUIDELINES:

Qualified candidates who are interested in this vacancy should apply by submitting an up-to-date CV, quoting the position number, to USAID Human Resources Office, attention Sanaa Shoukry by no later than COB of the application deadline noted above.

Internal Mission employees can submit the CV in person, via inter-office mail, or by fax.

External candidates should submit the CV by fax to 25160388 or via e-mail to usaidhr@usaid.gov (submissions made in any other way will be disregarded). The CV and attachments must not in all cases exceed five pages. The USAID HR Office will disregard any submissions exceeding five pages and/or those received after the deadline.

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years. Non-Egyptian candidates who have a valid, long-term resident visa in Egypt and who can obtain a valid work permit from the appropriate Egyptian authorities are eligible to apply.

The evaluation and selection process usually takes two to three months after the deadline. Successful applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If the external successful candidate meets all the qualifications listed in the position description, he/she will be appointed at the starting salary rate of the position. If s/he does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the

grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

Samia Joseph
USAID/Human Resources Officer